

ROUTING AND TRANSMITTAL SLIP

Date

16 July 1982

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. Chief, Operations Group

2.

3.

4.

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REMARKS

MAU-2024

cc: C/ED

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Chief, Austrian Bureau

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

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STAT

15 July 1982
MAU-2024

[Redacted box]
Chief, Operations Group
FBIS

STAT

Dear Jerry: Subj: Technical Assistant Position

During our discussions at the bureau chiefs conference, I mentioned that one of [redacted]s and my continuing difficulties is the lack of labor at the bureau for the many small but time-consuming tasks that regularly occur in an operation this size. Events in the interval since we spoke have confirmed that the problem is a real one, so I herewith recommend conversion of Austrian Bureau's vacant 37th MODE position, officially reserved for a fifth Serbo-Croatian monitor, into a combination handyman/technician helper.

STAT

I am well aware of the perception among some that Austrian Bureau's four electronics technicians represent a surplus to the bureau's needs. That this perception is inaccurate has not limited its pervasiveness. In reality, the four positions are barely adequate to the bureau's requirements in its present operational configuration. The facts are that we staff 14 board shifts a week, leaving six shifts per week to absorb scheduled annual leave, ad hoc sick leave, and other contingencies and to perform required maintenance activities. With four technicians with 8, 18, 28, and 33 years of U.S. Government service, annual and sick leave coupled with an average of 20 weekday Austrian and U.S. holidays a year create a situation where there are no more (and frequently less) than three shifts per week available for non-board technical work, i.e., both basic and preventive maintenance of equipment, antennas, and the physical plant, at the bureau.

Neither Jim nor I believe a three-shift per week maintenance capability, given the uses to which it must be put, is sufficient to keep the bureau operating at an optimum level even in the short term. It certainly does not leave us the flexibility to take good advantage of Engineering Division's recent (and hopefully continuing) foray into the area of in-house training. And it leaves us particularly vulnerable in the face of a future FBIS that will increasingly require higher levels of technical sophistication.

Austrian Bureau's three-shift per week technical margin can be better utilized if we remove from the work that must be done in that time those elements that do not require the involvement of an electronics technician. A partial list of the types of functions envisaged includes:

- Minor maintenance of household appliances
- Antenna maintenance
- Packaging items for shipment (and unpackaging incoming material)
- General errand running, including newspaper pickup and low-level procurement, and other driving needs
- Care and maintenance of the official vehicle
- Upkeep of the emergency generator
- Maintenance of logistics records and property inventories
- Minor needs relating to the bureau's leased properties, which presently are contracted out to high-hourly rate local firms
- General hauling and moving
- Basic board work to free an electronics technician on solo duty to attend to a communications or other emergency problem
- Bureau electrical and mechanical maintenance

As you can see from the above, we want someone both willing to do just about anything and yet capable of low-level technical assistance to the electronics technicians. The job, when compared to Embassy job standards, falls basically at the FSN-5 level, and I recommend initial placement of the position at this level. Typical Embassy jobs at the FSN-5 level include Bindery Technician, Telephone Mechanic, Litho Press Assistant, Multilith Operator, and Photo Offset Stripper. I propose that the position be designated as a "Technical Assistant."

We have a candidate for the position, whom we believe capable of being of considerable assistance to the Technical Section in creating a more orderly approach to the bureau's long-term equipment maintenance program. The person in question took Engineering Division's basic electronics test and did not score well enough to compete with our other candidates to replace

[redacted] The candidate did, however, finish the test and in the process exhibited sufficient technical knowledge to convince us of his potential usefulness. Because of the presence of a bona fide candidate, I would appreciate an early indication from you as to the viability of my recommendation.

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Sincerely,

[redacted]

STAT

Chief, Austrian Bureau

cc: Chief, Engineering Division